



## Assistant to Portfolio Managers

### RESPONSIBILITIES

Maintain communication between the portfolio manager, custodian, and clients;  
Process account opening requests, fund transfers, RRSP/TFSA contributions, etc.;  
Ensure the processing and follow-up of client files;

### REQUIRED QUALITIES

Attention to detail and rigor;  
Versatility, autonomy, and resourcefulness;  
Excellent planning and organizational skills;  
Strong ability to work within a small team;  
Solid customer service skills;  
Long-term vision.

### REQUIREMENTS

In-depth knowledge of Office applications;  
Excellent interpersonal and communication skills, both oral and written;  
Diploma in administration or accounting (an asset);  
Experience in portfolio management (an asset);  
Bilingualism essential (French and English).

### APPLICATION

The permanent, full-time position is located at our Saint-Bruno or Quebec offices. Interested candidates should send their application by email to the following address:

[cote100@cote100.com](mailto:cote100@cote100.com)

COTE 100 Inc. offers competitive compensation and a comprehensive benefits package. Only selected candidates will be contacted. COTE 100 Inc. is committed to employment equity and invites all qualified candidates to apply.

#### ABOUT US

*COTE 100 is an independent discretionary portfolio management firm specializing in private wealth management for individuals. Founded in 1988 by Guy Le Blanc, COTE 100 adheres to a long-term investment philosophy based on rigorous security selection. Research revolves around three major themes: financial health, performance, and stock valuation, guided by a proprietary quantitative system called the COTE 100 System. The company also distributes to subscribers the COTE 100 Financial Letter, a monthly newsletter published since 1988 that offers market reviews, a portfolio of stocks based on the COTE 100 System, and recommendations.*

*As of December 31, 2024, assets under management amounted to nearly \$3.5 billion, primarily through private management mandates involving Canadian and U.S. equities. For more information, visit [www.cote100.com](http://www.cote100.com).*